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OFFICE OF TRAINING
**SCHEDULE
OF COURSES**

JULY - DECEMBER 1968



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1-7

Office of Training

Schedule of Courses

July through December 1968

Administrative Procedures 1 week - Full time

5 - 9 Aug	28 Oct - 1 Nov
26 - 30 Aug	25 - 29 Nov
16 - 20 Sept	16 - 20 Dec
7 - 11 Oct	

ADP Orientation 3 days - Full time

1 - 3 Oct	17 - 19 Dec
12 - 14 Nov	

Advanced Management (Planning) 5 1/2 days - Full time

22 - 27 Sept	8 - 13 Dec
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Air Operations Scheduled on Request

Basic Country Survey: USSR 2 weeks - Full time

28 Oct - 8 Nov	
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Challenge of Worldwide Communism (for CTS) 3 weeks - Full time

22 July - 9 Aug	18 Nov - 6 Dec
12 Aug - 30 Aug	9 Dec - 3 Jan 1969

Chiefs of Station Seminar 2 weeks - Full time

7 - 18 Oct	
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China Familiarization 1 week - Full time

9 - 13 Sept	28 Oct - 1 Nov
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China Operations 1 week - Full time

16 - 20 Sept

CIA Review 1 1/2 days - Full time

9 July 8 Oct
13 Aug 12 Nov
10 Sept 10 Dec

Clandestine Services Desk Orientation 1 day - Full time
(for CTs)

3 Sept 18 Nov

Clandestine Scientific & Technical Operations 2 weeks - Full time

30 Sept - 11 Oct

Clandestine Services Records I 1 week - Part time

8, 10, 12 July 3 - 4 Oct (for CTs)
4 Sept (for CTs) 19 Nov (for CTs)
21, 23, 25 Oct 2, 4, 6 Dec

Clandestine Services Records II 1 week - Part time

15 - 19 July 20 - 27 Nov (for CTs)
5 - 12 Sept (for CTs) 9 - 13 Dec
28 Oct - 1 Nov

Clandestine Services Records III 2 days - Part time

22 - 23 July 16 - 17 Dec
4 - 5 Nov

Clandestine Services Review 9 days - Full time

4 - 15 Nov

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Clerical Refresher	4 weeks - Part time
1 - 26 July	14 Oct - 8 Nov
5 - 30 Aug	18 Nov - 13 Dec
9 Sept - 4 Oct	
Communist Party Organization & Operations - To Be Announced	
Counterintelligence Familiarization	8 days - Full time
7 - 16 Oct	9 - 18 Dec
Counterintelligence Operations	2 weeks - Full time
3 - 13 Sept	25 Nov - 6 Dec
Covert Action Operations Seminar	3 1/2 days - Full time
29 Sept - 2 Oct	1 - 4 Dec
Effective Speaking	12 weeks - Part time (1 session a week)
4 Sept - 6 Nov	
Field Finance and Logistics	3 weeks - Full time
29 July - 16 Aug	18 Nov - 6 Dec
9 Sept - 27 Sept	
Geography of Communist China	3 weeks - Full time
16 Sept - 4 Oct	
Information Reporting, Reports, & Requirements	3 weeks - Full time
9 - 27 Sept	4 - 22 Nov
Information Reports Familiarizations	1 week - Full time
8 - 12 July	21 - 25 Oct
15 - 19 July	2 - 6 Dec
7 - 11 Oct	9 - 13 Dec

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Intelligence Briefing 18 days - Part time

8 - 31 Oct

Intelligence Production (for CTs) 9 weeks - Full time

7 Oct - 6 Dec

Intelligence Review 2 weeks - Full time

2 - 13 Dec

Intelligence Techniques (for CTs) 3 weeks - Full time

22 July - 9 Aug

18 Nov - 6 Dec

12 - 30 Aug

9 Dec - 3 Jan 1969

Introduction to Communism 2 weeks - Full time

16 - 27 Sept

14 - 25 Oct

Introduction to Intelligence 2 weeks - Full time

29 July - 9 Aug

7 - 18 Oct

9 - 20 Sept

18 - 29 Nov

Introduction to Map Reading & Imagery Analysis

8 days (over 3 wks) - Full time

28 Oct - 15 Nov

JCS/DIA 2 days - Full time

20 - 21 Nov

Language Courses

Full time

French, German, Italian, Portuguese, and Spanish:
1 July 1968 3 September 1968

Language Courses continued

Full time cont.

Russian, Polish, Serbo-Croatian, Czech, & Hungarian:
16 September 1968

All other Languages:
16 September 1968

Part time

All Languages:
9 September 1968

NOTE: Full-time courses last for six months; part-time courses, most of which meet for two hours in the morning three days a week, are scheduled for a total of either 100 hours or 200 hours.

Management	1 week - Full time
9 - 13 Sept	2 - 6 Dec
Managerial Grid	1 week - Full time
15 - 20 Sept	17 - 22 Nov
Midcareer Executive Development	6 weeks - Full time
21 July - 30 Aug	13 Oct - 22 Nov
Operations, Phase I	13 weeks - Full time
7 Oct - 17 Jan 1969	
Operations, Phase II	9 weeks - Full time
3 Sept - 1 Nov	
25X1A	3 weeks - Full time
3 - 20 Sept	4 - 22 Nov

Operations Familiarization	4 weeks - Full time
3 - 27 Sept	
Operations Support	3 weeks - Full time
30 Sept - 18 Oct	2 - 20 Dec
Orientation for Overseas	2 days - Full time
2 - 3 July	1 - 2 Oct
1 - 2 Aug	5 - 6 Nov
3 - 4 Sept	26 - 27 Nov
Orientation to Intelligence	2 weeks - Full time
8 - 19 July	4 - 15 Nov
Parachute Jump Training	2 weeks - Full time
4 - 15 Nov	
Project USEFUL	1 week - Full time
23 - 27 Sept	
Politics Workshop	3 1/2 days - Full time
27 - 30 Oct	
Senior Management Seminar	1 week - Full time
30 - 25 Oct	
Soviet Bloc Operations	2 weeks - Full time
16 - 27 Sept	12 - 22 Nov
Supervision	1 week - Full time
5 - 9 Aug	28 Oct - 1 Nov
Support Services	6 weeks - Full time
7 Oct - 15 Nov	

Support Services Review: Trends & Highlights

3 1/2 days - Full time

10 - 13 Sept 3 - 6 Dec
15 - 18 Oct

Systems Development Process (Brandon) 3 days - Full time

15 - 17 Oct 10 - 12 Dec

Vietnam Area 1 week - Full time

5 - 9 Aug 14 - 18 Oct
9 - 13 Sept 2 - 6 Dec

Vietnam Paramilitary Orientation 4 days - Full time

19 - 22 Aug 28 - 31 Oct
23 - 26 Sept 16 - 19 Dec

Vietnam Station Orientation 3 days - Full time

13 - 15 Aug 22 - 24 Oct
17 - 19 Sept 10 - 12 Dec

Writing Workshop (Advanced) Not Scheduled

Writing Workshop (Basic) 4 weeks (2 Mornings) -
 Part time
 3 - 26 Sept

Writing Workshop (Intermediate) 4 weeks (2 Mornings) -
 Part time
 4 - 25 Sept

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